

INSTRUCTIONS FOR COMPLETING THE SECURITIES REPORT FORM REV 80 00024-1

The Report of Unclaimed Property for Securities is used to report:

- common stock
- stock warrants
- preferred stock
- partnership units
- restricted stock
- mutual funds
- bonds/debentures
- dividend reinvestment plans
- any other security type of property that has been considered abandoned

Any monetary type property, even if it is related to a security (for example, dividends) should be reported on the Detail Report of Unclaimed Property.

Abandoned property types are defined by the Uniform Unclaimed Property Act, RCW 63.29.

Please type or legibly print your report.

A. HOLDER: Enter the holder's name and address exactly as it appears (after corrections, if any) on the Summary Report for Unclaimed Property.

B. HOLDER NUMBER: Enter the Washington State unclaimed property holder number assigned to you, if known. Use this number on all related correspondence.

C. REPORT YEAR: Enter the year for which the report is being filed.

D. PAGE: Enter the page number of the report (for example, 1 of 2).

E. COLUMN ENTRIES: All shaded areas are for Department use only.

Column 1: Enter the property category code. Refer to the Property Type Code table on page 25.

Column 2: Enter the cusip number for the security being reported.

Column 3: Department use only.

Column 4: Enter the name of the corporation that has securities being reported.

Column 5: List the last name, full first name and full middle name. Please include information to aid in identification of an individual, such as Jr., Sr., Miss, Mrs., etc., after the middle name (for example, Smith, Jane Ann, Mrs.). If an owner's name is unknown for an item, please enter "UNKNOWN" as the name.

Corporate titles, etc., must be entered exactly as adopted. The word "The" should be omitted when it is the first word in a title. If there are two or more owners, the names of all must be shown along with the relationship (for example, "and", "or", "trustee for", "trustee under the Uniform Gift to Minors Act (UGMA)", etc.)

List the complete last known address even if you have documentation that indicates that the last known address is not valid. (This information is vital in identifying the proper owner when claims are processed.) If no address is available write "UNKNOWN."

Column 6: Enter the owner's social security number.

Column 7: Enter the owner's "Last Activity Date." For example, the date of last cashed dividend check, or communication with the holder regarding the security as evidenced by a memorandum on file prepared by an employee of the holder.

Column 8: Enter the number of shares remitted.

F. PAGE TOTAL: Enter the page total for column 8.

WORTHLESS/NONTRANSFERABLE SECURITIES: Please do not report worthless or nontransferable securities to our office. If these do become transferable or gain value, report and remit the shares to our office at that time. You will not be penalized for late reporting in these situations. If you are reporting securities from a safe deposit box, please use the safe deposit box report forms.

REMITTANCE OF SECURITIES: Securities must be registered in the name "State of Washington, Department of Revenue", tax identification number, 91-6001118. Certificates must be mailed with the report. Mutual funds and dividend reinvestment plans should also be transferred into our name and a confirmation sent with the report.

A DTC transfer may be made by depositing shares to DTC #0201 for credit to account #243072549001.

Please notify our office by faxing a list of securities prior to making a DTC transfer. Our fax number is (360) 586-2163.

